



August 15, 2003

MEMORANDUM

TO: Acting Director, Office of Grants Management and Policy, ASAM

FROM: Director, OPERA

SUBJECT: NIH Recognizing Electronic Files as Official Grant File Repository

HHS Grants Policy Directive (GPD) 3.06 *Post-Award Reports and Records* provides policy guidance on documentation requirements for official grant files. In section C.2.b.(2).(e) it states: "Applicable documents must be included in hard copy (including electronic documents, such as e-mail request for prior approval) or must be referenced to a separate file or repository."

In accordance with this HHS GPD, the President's Management Agenda, and P.L. 106-107 initiatives, effective immediately NIH officially acknowledges that electronically generated and/or stored documents and data are recognized as the official grant file. Electronic *repositories* will consist of the NIH eRA system as well as Institute developed systems.

As NIH and Federal-wide e-Government initiatives continue to develop electronic tools and systems, the volume of electronically received applications and other official file documents will increase. Recognizing electronically generated and/or stored documents and data as the official grant file eliminates duplicative effort and administrative burden.

NIH is in the process of drafting the implementation document of the HHS GPD 3.06 through the corresponding NIH Grants Administration Manual (NIHGAM) 4.3.06.206. This NIHGAM will provide specific details on official grant files—both hard copy and electronic records. Until that document is finalized, this memo serves as NIH's recognition of electronic repositories as the official file.

/s/

Regina H. White

cc:

Carol Alderson, NIH
Marcia Hahn, NIH

